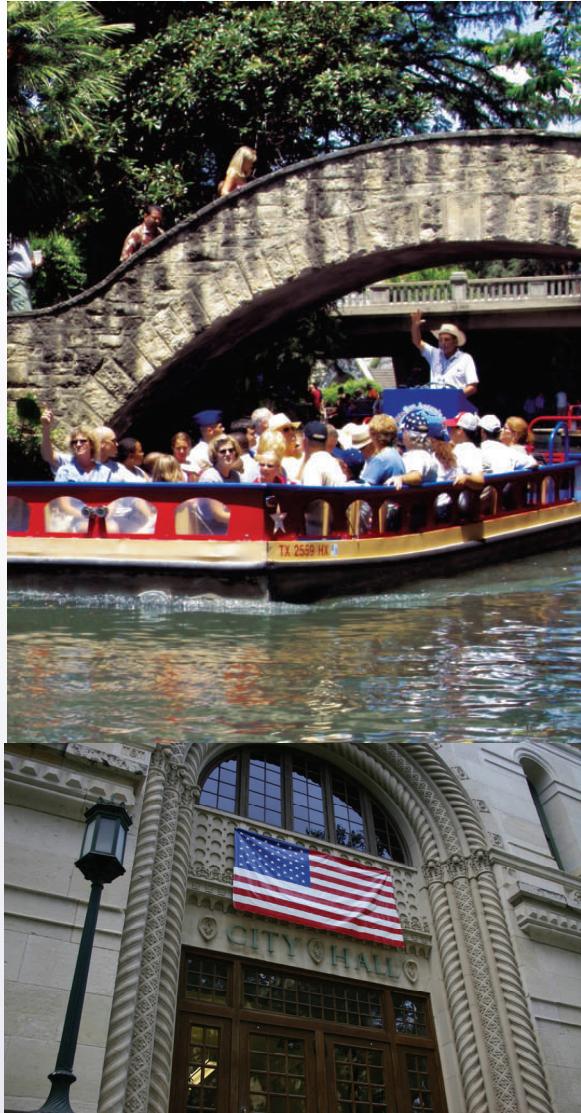


City of San Antonio



Job Announcement

**Assistant Information Technology
Services Director**

City of San Antonio

The Community

Located in south central Texas approximately 140 miles north of the Gulf of Mexico, the City of San Antonio has a population of more than 1.32 million. The seat of Bexar County, San Antonio is the seventh largest city in the United States and the second largest city in Texas.

The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government and the convention and tourism industry.

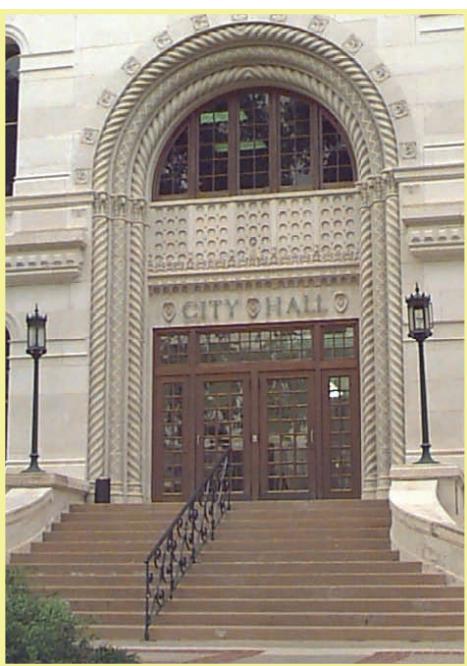


The City of San Antonio offers its residents one of the most attractive and affordable lifestyles in the United States. A plentiful supply of high quality housing, and low utility rates to owners are among the substantial cost of living advantages of this culturally unique city.

The world famous River Walk is the single most visited site in all of Texas. Winding through Downtown San Antonio, this 2.5 mile cobblestone path along the San Antonio River is lined with attractive shops, luxurious hotels, and enticing dining and entertainment venues. The second most visited Texas site is the historic Alamo, only a short distance away from the River Walk. Major Theme Parks include Sea World of Texas and Six Flags Fiesta Texas. San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs, the 2007 National Basketball Association Champions.

Educationally, there are 16 Independent School Districts that serve the San Antonio area. San Antonio is

also the home of various post secondary institutions including: the University of Texas at San Antonio (two campuses), the University of Texas at San Antonio Health Science Center, Our Lady of the Lake University, St. Mary's University, University of the Incarnate Word, Trinity University, and the Alamo Community College District (with four campuses).



The Organization

The City of San Antonio has a Council/Manager form of government. Ten Council Members are elected from single member geographic districts and the Mayor is elected at large. The City Council appoints the City Manager who appoints and removes all officials in executive positions of the City, with the exception of the City Clerk, City Internal Auditor, Presiding Judge and Municipal Judges. The Executive Team consists of 33 Department Directors, two Deputy City Managers, and five Assistant City Managers. There are over 12,000 city employees.

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Department and Position Overview

The Assistant Information Technology Services Director is responsible for assisting the Chief Technology Officer/Director in planning, directing, managing and overseeing the applications programming functions of the Enterprise Applications division of the Information Technology Services Department. These responsibilities include applications programming, system analysis, and procurement and support of Consumer off-the shelf (COTS) software. This position also coordinates assigned activities with other City departments and outside agencies, and provides highly responsible and complex administrative support to the City Manager's Office.

The Assistant Information Technology Services Director will serve as a member of the senior Information Technology management team, providing technology management to all Enterprise Applications operations to help make informed purchases, changes, upgrades, and equipment changes to meet implementation needs. This individual will also assist with departmental goals, budget planning and planning to improve overall functioning of the department.

In addition, the Assistant Information Services Director:

- Plans, directs and evaluates the work of ITSD Enterprise Applications staff.
- Leads teams of developers and analysts to successful delivery of application services and support to include the development of project plans, and time schedules including policies, procedures, processes and service level agreements (SLAs).
- Performs capacity planning required to design, develop, test, implement and maintain applications.
- Recommends or specifies software or hardware necessary to accommodate designed requirements at determined capacity.
- Maintains appropriate level of security for software applications.
- Support staff in the use of database software products for business applications, query and reporting.
- Utilizes Project Management methods techniques and tools to assure effective and timely completion of IT software development activities.
- Researches technology for possible application to department operations, goals and objectives.
- Demonstrate the knowledge and ability to track, prioritize, and quickly resolve requests for assistance with a variety of IT systems and software.
- Assists in the review and prioritization of information technology purchases of software and consulting services, including integration of software purchases to existing applications.
- Keeps current with changes in information technology and guides the implementation of new systems, procedures and applications to meet the expectations of customers, Information Technology (IT) policies/ or guidelines and budgetary restrictions.
- IT experience in Public Sector, local government preferred.
- IT experience in the development, enhancement and maintenance of the following application areas; Enterprise Content Management, electronic forms, Geographical Information Systems, SAP (Enterprise Resource Planning), Business Intelligence, web applications, website development, mainframe applications and Consumer off-the shelf COTS) software.
- Experience in Software Development Lifecycle and project management methodologies
- Assumes the duties and functions of the Chief Technology Officer/Director in his absence.



City of San Antonio

The Ideal Candidate

The Assistant Information Services Director will have demonstrated experience working with a diverse Information Technology environment to lead the Enterprise Applications Division in providing leading technology solutions and the ability to transition existing legacy applications to newer technologies. The ideal candidate should possess a balance of three primary skills: leadership, business management and knowledge of software development best practices.

The ideal candidate should also:

- Possess excellent communication skills and the ability to establish and maintain effective working relations with all levels of City staff, City Officials and community organizations.
- Possess excellent organization and motivational skills.
- Understand modern applications and architecture of applications.
- Be a proven leader.
- Possess strong communication, presentation, and public speaking skills.
- Possess community relations experience.
- Possess advanced knowledge of software development.
- Have the ability to formulate new techniques and strategies for a more efficient operation.
- Be highly motivated and a self starter that demonstrates initiative.
- Display good judgment and diplomacy in all interactions with both internal and external stakeholders.



The successful candidate must be detail-oriented and have excellent software development and customer service skills. The candidate must also be highly organized and tactful, possess good judgment, poise, and initiative, and maintain a professional appearance and demeanor at all times. Candidates must have strong prioritizing and problem solving skills, and must be able to communicate effectively with persons in various levels of technology expertise.

This position requires excellent analytical and problem solving skills. Candidates should be proactive in addressing changes in technology and departmental technology needs and possess the ability to demonstrate and promote excellent customer service skills particularly with meeting internal customer needs. They should also have experience enhancing business processes and transitioning them into proper business systems.

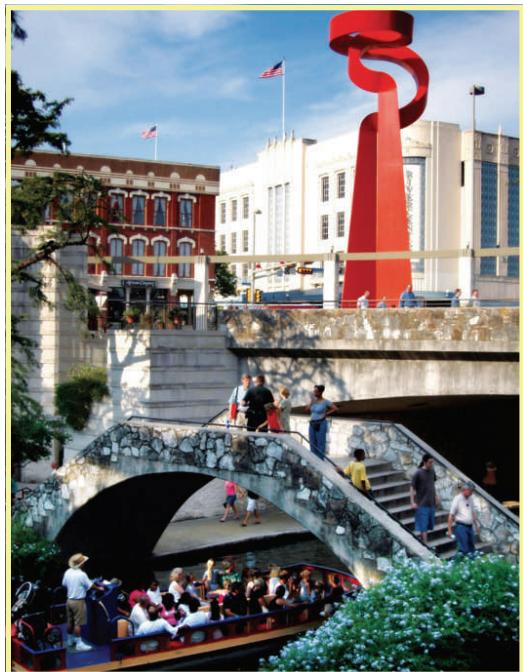
This position requires the successful candidate to have eight (8) years of increasingly responsible professional IT management experience in the field of information systems, including four (4) years of administrative or supervisory responsibility, with four (4) years of executive experience preferred. A Bachelor's Degree in Computer Science, Information Systems or a related field is preferred.

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Compensation & Benefits

The salary for the Assistant Information Technology Services Director position is negotiable, depending on experience and qualifications. The City also offers an attractive benefits package including:

- **Retirement** – City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes 2 times employee contribution. Employees become 100% vested after 5 years of service.
- **Deferred Compensation** – The City offers two voluntary Section 457 Deferred Compensation programs to employees. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.
- **Health Care** – The City offers four health care plan options consisting of three Preferred Provider Organization (PPO) plans and an Exclusive Provider Organization (EPO) plan, which offer employees a choice of deductible, co-insurance and co-payment levels. Other optional health related products include: Dental, Vision, Dependent and Health Care Reimbursement Plans, Additional Life Insurance, Deferred Compensation and Short Term and Long Term Disability.
- **Life Insurance** – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee's annual salary.
- **Holidays** – 13 Holidays (12 scheduled and 1 floating).
- **Executive Car Allowance** – Executives receive a monthly car allowance of \$500.
- **Cell Phone Allowance** – Executives receive a monthly cell phone allowance of \$70.



Other benefits include Annual Leave, Personal Leave, and Professional Memberships.

To Apply

Position is open until filled. Please send **cover letter, resume, references and salary requirements** to saeexecsearch@sanantonio.gov. Emailed applications are preferred. Applications can also be mailed to:

**City of San Antonio
Human Resources Department
Attention: Robby Hammond, Executive Recruiter
P.O. Box 839966
San Antonio, TX 78283**

For additional information, please contact Robby Hammond, Executive Recruiter at (210) 207-2080.

The City of San Antonio is an Equal Opportunity Employer.